



Figure 498: Adding a new menu

## Creating an accelerator

You can allocate a letter in a custom menu's name to be used as a keyboard shortcut. (That letter will become underlined.) When you press *Alt+that letter*, that menu or command will be invoked. Existing submenus can also be edited to change the letter which is used to select them using the keyboard when the menu is open.

To create an accelerator:

- 1) Select a menu item from the *Assigned Commands* list.
- 2) Click the **Modify** button and select **Rename**.
- 3) Add a tilde (~) in front of the letter to use as an accelerator.
- 4) Click **OK** to save the change.

If you enter “~Art”, the “A” in the menu item **Art** is now underlined. Press *Alt+A* and the **Art** menu will open.

## Caution

When assigning an accelerator, be careful not to use a letter that is already assigned to a menu or command associated with a menu item. The same letter-key combinations can be used for commands associated with different menu items but not for those associated with the same menu or menu item.

## Toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar, as described in Chapter 1, *Introducing LibreOffice*, of the *Getting Started Guide*. This section describes how to create new toolbars and add or delete icons (commands) on a toolbar.

To get to the toolbar customization dialog (Figure 499), do any of the following:

- On the toolbar, right-click in the toolbar and choose **Customize Toolbar**.